

S-E-C-R-E-T

20 February 1967

MEMORANDUM FOR: DDI Historical Officers

SUBJECT : Quarterly Report

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1. As noted in my memorandum to you of 23 January, a quarterly report on the status of the historical program will be submitted to the Executive-Director [REDACTED] and to the DDI early in March. It is requested, therefore, that you provide me with the following information by c.o.b. 1 March:

a. Subjects of histories and separate monographs that your office now plans or has in preparation. Please assign a control number to each paper, using your office designation, e.g., OCR 1, OCR 2, or OCI 1, OCI 2, etc.

b. Names of the writers of each of the proposed papers. If the writer is an annuitant working under contract, please note this fact and the period for which he has been engaged. If action is under way to engage an annuitant, note this also.

c. Status of each paper. Use such notations as the following: "No action taken", "Writer not selected", "Research started", "Outline in preparation", "Outline completed", "Writing begun", "Writing two-thirds complete", and the like. (Submit copies of all tentative or completed outlines.)

d. Estimated completion date.

e. Names and titles of persons who will be asked to review each paper.

2. In addition to the above, it will be appreciated if you will note any special problems your office is encountering in fulfilling its responsibilities

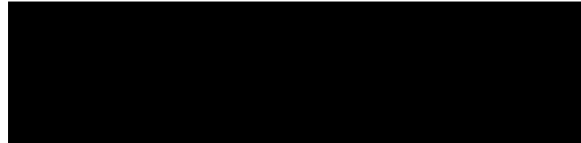
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under the historical program. The Historical Board will be glad to assist in any way it can in the resolution of these problems.

3. Please call me (Ext. 5211) if you have any questions regarding the report. A revised list of historical officers is attached for your information.



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Chairman
DDI Historical Board

Attachment

Distribution:

DDI Historical Officers

DDI (Attn. [redacted])

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